

September 11, 2009

The following is an update of the CUNYfirst Project. Please share with colleagues you believe will be interested in its content.

CUNYfirst is Live! - HR, General Ledger, Line Item Budgeting, Course Catalog

- ***Student to Student – CUNYfirst is introduced to students at QCC***

The first effort to introduce students to CUNYfirst took place Wednesday at Queensborough Community College and how exciting is that! QCC students who have stepped forward to lead the effort to introduce new registration and financial processes to their classmates handed out flyers and showed the CUNYfirst Tour at “Club Day” on campus.



These and fellow students at their Vanguard College partner, Queens College, have begun to create marketing plans and are planning different methods to get the word out to students at both colleges, showing them how to get into the system, find their classes and register, and understand their bill and charges. The plan is for the students to begin using CUNYfirst in spring 2010 for summer and fall registration.

- ***Human Capital Management Update***

Last Thursday, September 3, our HR Teams created their first Chancellor’s University Report in CUNYfirst. Kudos to everyone who ensured that over 2,000 employee transactions were record for the report that was delivered on time.

Four colleges, Brooklyn, Bronx CC, Hostos CC and Queens College are continuing to create new job postings in the new Talent Acquisition Management (TAM) module, with three other schools starting to use TAM next week. All future CUNY jobs will be accessible on line and candidates will be able to apply on line as part of a system that will be completely electronic.

This week, two communications were sent out about Manager Self Service (MSS) and a new Senior Leadership Training class. Manager Self Service Training will be conducted at all of our colleges and Central Offices for individuals who supervise and manage the careers of employees. Managers and supervisors are an essential part of our recruiting (TAM) process and will need to learn their role in the process of hiring a new employee. Training Liaisons will be the resource for the class schedules.

Two MSS webinars will take place next Tuesday, September 15 at 10am and Thursday September 17 at 1:30pm to instruct managers and supervisors on their CUNYfirst functionality. The webinars will be identical. The Enterprise Learning Management (ELM) system will provide instructions on how to sign into and access these sessions. Information about claiming a CUNYfirst account and logging into ELM can be found at the local HR office or your local CUNYfirst team.

Senior Leadership Training will instruct the most senior CUNY leaders on the functions and roles they play in CUNY Human Resources management, especially the approvals only they can give on some HR transactions.

- ***Users Acceptance Testing (UAT) – HR Rollout 2, Faculty Workload, Course Catalog***

Users Acceptance Testing (UAT) is underway at multiple locations around CUNY with college personnel who are working in the configured systems for HR Rollout 2 (Daily Transaction Report, Arbita Integration and Mass Salary Update), Faculty Workload calculation and the uploading of Course Catalog information for the entire university. Right now only registrars at Queens College and Queensborough Community College are working in the Course Catalog. Catalog information from all of our colleges is needed for students and for the Faculty Workload calculations.

- ***UAT Preparation – Campus Solutions (Student Administration)***

Members of our Student Teams continue to work with college Subject Matter Experts to create and review the scripts (step by step) that will test the Campus Solutions system, which is expected to go live at Queens College and Queensborough Community College next year.

- ***Procurement***

Three key Procurement sessions were held this week, focusing on the new processes from request, from Purchase Order (PO) to delivery and how inspection of delivered goods will occur using the new system.

- ***2009 CUNY 8th Annual Financial Management Conference***

Three CUNYfirst presentations will be given at the annual Financial Management Conference next Tuesday, September 15 in Tarrytown, NY. Our Procurement team will hold a session in the morning, and there will be two sessions in the afternoon – one on Human Resources and one on Financial Aid.

Have a good weekend!

John Ray
CUNYfirst Communications Manager

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- Meetings Next Week**

Financial Management Conference	Tue, Sep 15	
Manager Self Service Webinar WebEx - Sign in via ELM	Tue, Sep 15	10:00 AM – 11:30 AM
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CUNYfirst Steering Committee 555 W 57th (Manhattan) - 16th Floor Seminar Room	Wed, Sep 16	12:30 PM – 2:30 PM
Finance Liaisons 230 W. 41st Street - 10th Floor Conference Room		1:00 PM – 4:00 PM
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HCM Super User Monthly Meeting Phone and Webex	Thu, Sep 17	1:30 PM – 2:30 PM
Manager Self Service Webinar WebEx - Sign in via ELM		1:30 PM – 3:00 PM
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Faculty Workload Key Changes Workshop Hostos CC - B-115 - CUNYfirst Training Room	Fri, Sep 18	10:00 AM – 1:00 PM